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**Document Production**

**Worksheet#2**

**Name ………………………………. 7th Grade A**

**Date……………… 2nd semester 2022-2023**

*You are going to edit a newsletter about The Wood Store company’s projects*.

1. Using a suitable software package, load the file **M2017WOODSTORE.RTF**

* Set the page size to A4.
* Set the page orientation to portrait.
* Set the top margin to **3.5** centimeters and all other margins to **2** centimeters.

1. Save the newsletter with a new file name. Make sure it is saved as **Word Document**.
2. Place in the header of your newsletter:

* your name, left aligned
* the image **M2017IMAGE.JPG** on the right
* resize this image to be 3 centimeters high and maintain the aspect ratio.

1. In the footer insert the page number and align to the right.
2. **Create** the following paragraph styles.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **House Style Specification Sheet** | | | | |  |  |  |
|  | **Font Style** | **Font Size (Points)** | **Alignment** | **Enhancement** | **Line Spacing** | **Space before (points)** | **Space After (points)** |
| **WS-Title** | sans-serif | 36 | right | none | single | 0 | 0 |
| **WS-Subtitle** | sans-serif | 18 | centre | underlined | single | 0 | 0 |
| **WS-Subheading** | serif | 16 | left | bold, italic | single | 0 | 12 |
| **WS-Body** | serif | 12 | Justified | None | single | 0 | 12 |
| **WS-Table** | serif | 12 | Left | None | single | 0 | 0 |

1. Enter the title **The Wood Store** at the start of the document.

Apply the *WS-Title* style to this title.

1. Below the title, add the subtitle:

* Report by: and add your name
* Apply the WS-Subtitle style to this subtitle.

1. After the subtitle text, format the rest of the document into two columns of equal width with a

**1**-centimeter space between them.

1. Apply the *WS-Body* style to this text.
2. Identify all 9 subheadings in the document and apply the *WS-Subheading* style to each one.
3. Place the contents of the file **M2017EXHIBITIONS.RTF** as a table.

* immediately after the paragraph which ends:

… some currently planned exhibitions:

* apply the WS-Table style to the text in the table
* merge the cells in the first row
* make the first-row text only centered and bold
* make sure that words are not split where text is wrapped
* make sure that all borders and gridlines are displayed when printed.

1. Format the Wood Store Catalogue table so that it matches the formatting of the Exhibitions table. • Spell check and proofread the document.

Make sure that:

* spacing is consistent
* all items placed on the page are within the page margins
* the document and paragraphs are complete
* there are no split tables, widows or orphans
* there are no blank pages.

1. Save and print your document.